

Welcome

MontCAS

Montana Comprehensive Assessment System

2015 Assessment/Data Conference
Getting It Right
MontCAS Test Security
January 2015



opi.mt.gov

Agenda

- Purpose of Test Security
- *2015 MontCAS Test Security Guidelines*
- MontCAS General Guidelines
 - Do and Don't Lists
 - CRT and CRT-Alt Details
 - Smarter Details
 - NCSC—to be discussed at NCSC sessions
- Preventing Testing Irregularities and Security Breaches
- Reporting Testing Irregularities
- Test Security Agreements: CRT and Alt, Smarter, and NCSC

Test Security

The administration of each MontCAS assessment must follow general guidelines as well as those specific to the assessment. Assessment materials must be kept secure and administration must be fair.

- Secure
 - *Breaches may impact all students taking the test and compromise the test for all students.*
- Fair
 - *No student taking the test should have access to any form of assistance or material that could provide an unfair advantage.*



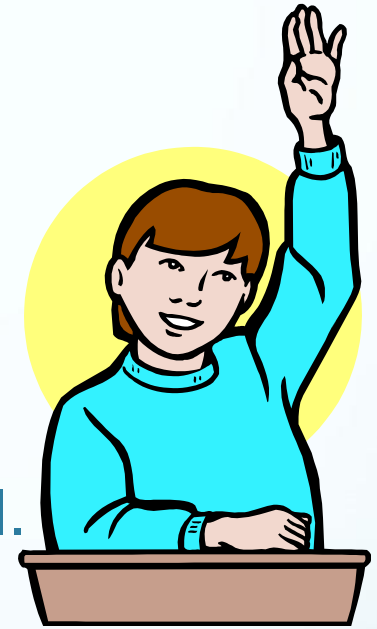
Secure Means



- All materials are kept locked when not in use by students.
- Student privacy standards are followed.
- Test administrators, unless scribing or reading aloud, or other allowable situations, should not look at test items.
 - Those scribing should not discuss the items with anyone.
- Cell phones and other electronic devices not specifically involved with testing must not be in the testing environment.
- Should a security breach or testing irregularity occur, OPI must be notified immediately.

Fair Means

- In testing classrooms: All materials that would/could cue students must be removed.
- Teachers may not respond to any questions from students regarding content or items.
“Do the best you can.”
- NOTE: If there appears to be a problem item, tell the student to go on. Please report it to OPI.
 - If there is a problem item, it will be apparent in the item analysis following the test.
- Coaching is not allowed.



2015 MontCAS Test Security Guidelines

opi.mt.gov/curriculum/MontCAS/index.html?gpm1_9

- Appendix A
 - Test Security Incident Worksheet
- Appendix F
 - Training Log Template
- Appendix G
 - Confidential Test Irregularity Report –TIR
 - also posted separately

Do

- PLAN AHEAD
- Follow the guidelines and procedures in the test coordinator, test administrator, accommodations, test security manuals, and other resources as recommended as appropriate for each MontCAS assessment.
- Use and keep on file a training log.
- Use common sense.
- Call OPI with questions.
- For Smarter, use index cards for students again this year; not need for MT to precede the number.
- Do train all staff involved in handling materials, test administration, and plans for emergencies.
- Follow procedures for checking on or reporting test irregularities.

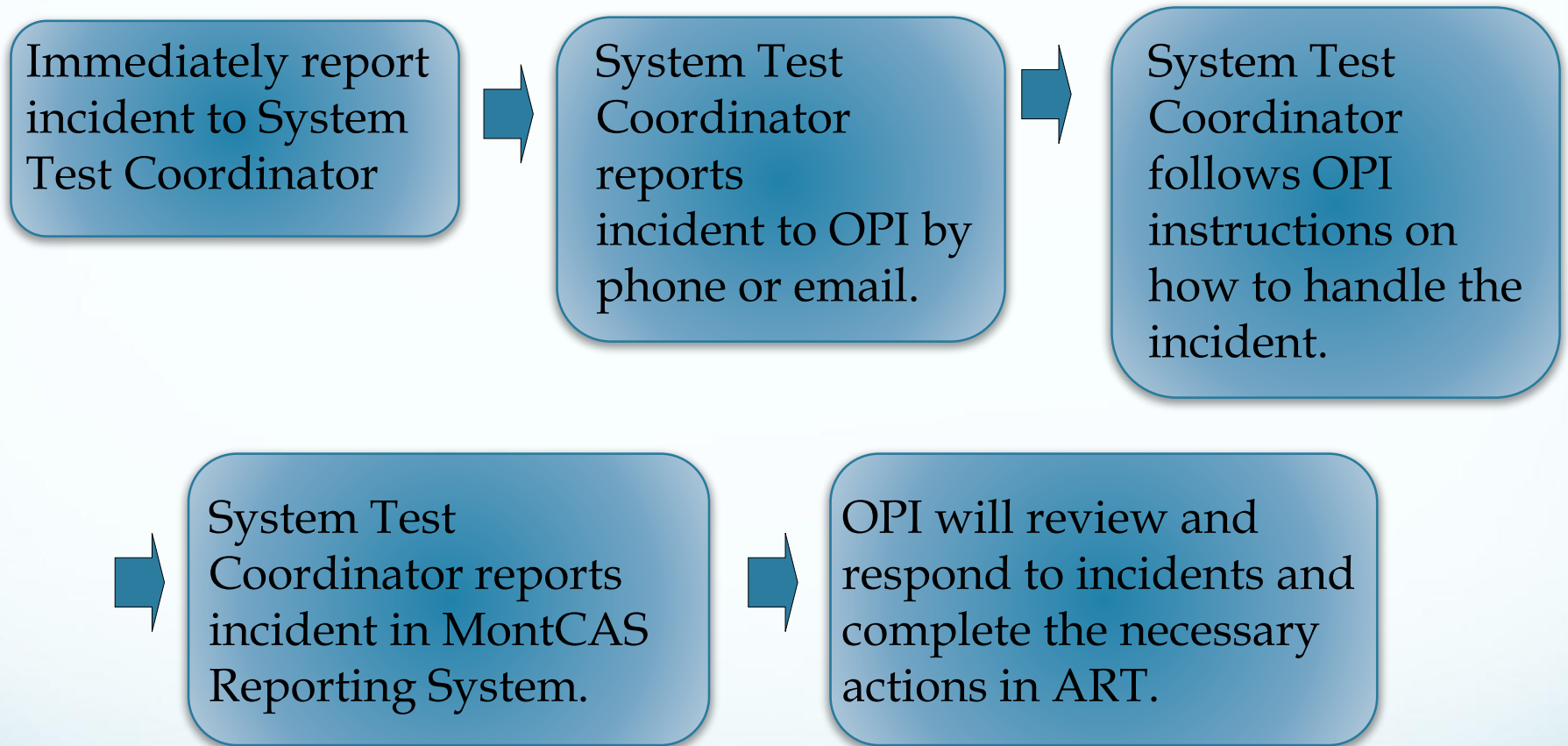
Don't

- Wait until the last minute.
- Panic.
- Try to do everything alone.
- Discuss items with students or colleagues.
- Admit observers to testing sites.
- Miss deadlines.
- Change scripts or directions.
- Give answer booklets or log in cards to wrong students.

Preventing Testing Irregularities

1. System and school-wide training to include test administrators, emergency substitutes, IT and data staff
 - Sign in log for trainers and attendees
 - Complete and keep on file
2. Only certified educators employed by the system or school may administer the test.
3. Para professionals may assist within sight and sound of the certified educator.
4. Plan personnel and procedures for emergencies.

Reporting Testing Irregularities



Test Administrators

Reporting Testing Irregularities

- Contact System Test Coordinator
- Complete form. Test Security Incident Worksheet, Appendix A, 2015 MontCAS Test Security Guidelines.
- Wait for guidance.
- Follow guidance.
- Keep principal/authorized representative and system test coordinator informed.

System Test Coordinators

Reporting Testing Irregularities

Gather as much information as possible

1. Complete and keep on file a Test Security Incident Worksheet, Appendix A, 2015 MontCAS Test Security Guidelines.
2. Contact OPI within 3 days of the incident for guidance.
3. Relay OPI guidance to Test Administrator
4. Complete MontCAS Online Testing Irregularity Report within 5 days of the incident.
5. *OPI will review and reply by email.*

System Test Coordinators Test Security Agreements

Attest that

- training was provided for all staff involved in any aspect of testing.
- a log of training was used and is on file for each of the schools in the system.
- materials were kept secure.
- student privacy standards were followed.

Principals/Authorized Representatives Test Security Agreements

Attest that

- training was provided for all school staff involved in any aspect of testing.
- a log of training was used and is on file for the school.
- materials were kept secure.
- student privacy standards were followed.

Science CRT and CRT-Alt Test Security Agreements

- Spring 2014 Science ☹️☹️☹️☹️☹️☹️
- Download the following:
 - Teacher information sheet: Distribute to all staff handling materials or in assistance roles.
 - System Test Coordinator Security Agreement
 - School Principal/Authorized Representative Security Agreement
- Once testing is complete the agreements listed above must be completed online. Not doing so could affect results for the school, system, and possibly the state.

NOTE: In some cases, one person has several roles. Even in those cases, there must be an electronically submitted agreement for each School System and each School.

Smarter Test Security Agreements

- Process is still under development.
- Agreements will be linked to the message to Measured Progress that testing is complete.
 - School and/or system???
- Once the agreement and completion method are received, Measured Progress can begin the scoring process.

NCSC

Test Security Agreements

- System Test Coordinator
- Test Administrator
- System Test Coordinators and Test Administrators sign the agreements provided by NCSC.
 - System Test Coordinators must keep copies of signed agreements on file. OPI may request copies of the agreements.

Online Reporting

	AIM	MontCAS Online Reports	OPI	Measured Progress	Other
SMARTER: Student registration	X				
SMARTER: Student registration for designated supports and accommodations				x	
SMARTER: Students who move	X				
SMARTER: Non standard accommodations requests		X			
SMARTER: Testing Irregularities		X	x		
SMARTER: Test submission and test security agreements				X	
CRT: Student registration	X				
CRT: Students who move	x				
CRT: Double starred ** accommodations requests for general education students		x			
CRT: Testing Irregularities		x	x		
CRT: Test security agreements				X	
CRT ALT: Student registration	x				
CRT ALT: Students who move	x			x	
CRT ALT: Double starred ** accommodations requests for general education students					
CRT ALT: Testing Irregularities		x	x		
CRT: Test security agreements				x	
NCSC: Student Registration	x				
NCSC: Students who move	x			x	
NCSC: Testing irregularities		x	x		
NCSC: Test security agreements					xSee NCSC NOTE in following table
All Spring 2015 Assessments: Non-participation reason		x			

Links to Online Reporting

AIM	Use system/school login
MontCAS Online Reports <ul style="list-style-type: none"> • Smarter Non-Standard Accommodations • CRT Double Starred Accommodations • Testing Irregularities • Non Participation 	https://apps.opi.mt.gov/MontCAS/frmLogin.aspx
OPI	OPI Assessment Contacts
Measured Progress Help Desk for Smarter and the CRT and CRT-Alt	888-792-2741 montanahelpdesk@measuredprogress.org
Measured Progress: <ul style="list-style-type: none"> • Smarter Test and Test Security Agreement • Test Submission • ART Designated Supports and Accommodations 	mtsmarter.measuredprogress.org
<ul style="list-style-type: none"> • Measured Progress: CRT and CRT-Alt Test Security Agreement s 	iservices.measuredprogress.org
<ul style="list-style-type: none"> • NCSC Test Security Agreements 	Test administrators and System Tests Coordinators sign the agreements provided by NCSC. System Test Coordinators keep copies of signed agreements on file. OPI may request copies of the agreements.

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Measured Progress Help Desk

- For
 - Smarter
 - Science CRT and CRT-Alt

888-792-2741

montanahelpdesk@measuredprogress.org